

SOUTHEAST REGION
MERIT PROMOTION AND PLACEMENT
PLAN (MPPP)

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**Developed by representatives from
CPOC, CPACs, management and union
to expedite and simplify the recruitment
and application process!**

SOUTHEAST REGION **MERIT PROMOTION AND PLACEMENT** **PLAN (MPPPP)**

PURPOSE: Standard process for filling vacancies with internal work force candidates throughout the Southeast Region

GOAL:

- Simplify recruitment and application process
- Eliminate unnecessary procedures
- Reduce Fill Time

JTHEAST EXPEDITED RECRUITMENT PROCEDURE **(SEERP)**

- **Task Lists vs. Crediting Plan**
- **Employees self-certify qualifications**
- **Revised Application - Optional two-page**
- **Quick referral to the selecting official**
- **Selectee's qualifications verified prior to**

RESPONSIBILITIES (HIGHLIGHTS)

SOUTHEAST CPOC, FT BENNING, GA

- Administering the MPPP**
- Verifying the selected candidate is qualified**
- Notifying referred applicants of non-selection**
- Notifying applicants of reasons for non-referral**

RESPONSIBILITIES (HIGHLIGHTS) (C

CIVILIAN PERSONNEL ADVISORY CENTERS (C

- Assisting employees by providing recruitment information**
- Marketing, explaining and soliciting open comments and suggestions on this plan**
- Assisting managers in developing task**

RESPONSIBILITIES (HIGHLIGHTS) (C

MANAGERS/SUPERVISORS

- Communicating the provisions of the plan to the
- Complying with affirmative employment goals and
- Upon an employee's written request, submitting applications for vacancies during employee's abs
- Ensuring Internal Recruitment Notices (IRNs) are available to all employees
- Developing appropriate task lists for IRNs

RESPONSIBILITIES (HIGHLIGHTS) (C

EMPLOYEES

- Following guidance contained within the**
- Completing Merit Promotion Application (MPAs) and optional resumes**
- Submitting MPA applications and resumes to either the CPOC or CPAC by closing o**

SOUTHEAST EXPEDITED RECRUITING PROCEDURES

(SEERP)

- ◆ **Candidate evaluation process**
 - **Begins with task list development**
from job descriptions or performance
 - * **Specific job-related requirements**
 - **Reflects key/essential knowledges**
abilities
 - **Replaces the crediting plan**

SOUTHEAST EXPEDITED RECRUITING PROCEDURE (SEERP)

TASK LIST DEVELOPMENT EXAMPLES:

POSITION: Computer Specialist GS-334-11 (0334-11)

1. Install, configure and test PC based operating systems.
2. Install, configure and maintain Windows NT operating system.
3. Install, configure and operate the Microsoft Office suite of software.
4. Setup, configure and troubleshoot problems related to E-Mail programs such as MS Mail, CC Mail, etc.

SAMPLE IRN

**DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
SOUTHEAST CIVILIAN PERSONNEL OPERATIONS CENTER
MELOY HALL, BUILDING 6
FORT BENNING, GEORGIA 31905**

INTERNAL RECRUITMENT NOTICE (IRN):XXXXXX

OPENING DATE: XXXX CLOSING DATE: XXXX

POSITION TITLE/SERIES/GRADE: XXXXX

MERIT PROMOTION APPLICATION

POSITION TITLE, SERIES, GRADE: Computer Specialist, GS-

Internal Recruitment Number: XXX-XXXX-XX-XX

Applicant's Name

(Print) _____ SSN _____

Current Position Title, Pay Plan/Series/Grade _____

Mailing Address

(Print) _____

Work # _____ Home # _____

PART I. SELF-RATING. Part I must be completed by each applicant. For each Task in Part 1B, circle the level description from the list below that best describes your experience, education and/or training.

For each question in Part 1C, fill in the requested information.

A. SELECTIVE PLACEMENT FACTOR(S) FOR GS POSITIONS OR SCREEN-OUT ELEMENTS FOR FWS POSITIONS (List of placement factor(s) or screen out element(s) will be listed here, if applicable)

B. DESCRIPTION OF EXPERIENCE, EDUCATION, AND/OR TRAINING LEVELS:

- 0-** I have not had experience, education and/or training in performing this task.
- 1-** I have had education or training in performing this task, but have not yet performed it on the job.
- 2-** I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with prior procedures.
- 3-** I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- 4-** I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

POSITION: Computer Specialist GS-334-11 (0334-11)

- 0 1 2 3 4** 1. Install, configure and test PC based operating systems.
- 0 1 2 3 4** 2. Install, configure and maintain Windows NT operating system.
- 0 1 2 3 4** 3. Install, configure and operate the Microsoft Office suite of software.
- 0 1 2 3 4** 4. Setup, configure and troubleshoot problems related to E-Mail programs such as MS Mail, CC Mail, Lotus Notes, etc.

C. PERFORMANCE APPRAISAL RATING AND AWARDS

1. My last official performance appraisal rating is dated _____
and the rating level was _____.

2. I have also received awards which further substantiate the level ratings I received.
Awards and dates are as follows:

PART II. SELF-CERTIFICATION OF QUALIFICATIONS MUST BE COMPLETED BY EACH

APPLICANT. Please review the Minimum Qualification Requirements/Time in Grade Requirements in the IRN before responding in the following sections:

A. TIME-IN-GRADE. As described in the IRN, I satisfy time-in-grade requirements based on previous Appropriated Fund/NAF/or equivalent service:

Grade_____From(Yr/Mo/Day)_____To(Yr/Mo/Day)_____

Grade_____From(Yr/Mo/Day)_____To(Yr/Mo/Day)_____

Grade_____From(Yr/Mo/Day)_____To(Yr/Mo/Day)_____

B. MINIMUM QUALIFICATION REQUIREMENTS:

I meet minimum qualification requirements described in the IRN based on **experience** YES_____NO_____

I meet minimum qualification requirements described in the IRN based on **education**. YES_____NO_____

I meet minimum qualification requirements described in the IRN based on a **combination of experience and education** YES_____NO_____

C. OTHER (USE AS NEEDED):

1. I have attached a maximum two page resume. YES _____ NO _____

2. The following section(s) describes my specialized experience and/or education related to this position. I understand that this information may be used to determine if I meet basic qualification requirements and will be provided to the selecting official for candidates who are to be referred. I further understand that if I am tentatively selected for this position, this experience and/or education may be subject to verification.

FROM/TO POSITION SERIES/TITLE, GRADE, LOCATION

SUPV'S NAME/PHONE NO.

3 THE LOWEST GRADE I WILL ACCEPT IS _____.

4. RELATED EDUCATION ABOVE HIGH SCHOOL LEVEL (PLEASE IDENTIFY UNDERGRADUATE STUDY SEPARATELY).
Information provided below must be documented on a transcript/ OPM Form 1170 .

Credit Hours Completed _____ (Semester/Quarter- **Please circle**)

Degree(s) Received _____ Yr Rec'd _____ Major _____

Name of School _____ Location _____

RELATED TRAINING AND DATE COMPLETED:

PART III - APPOINTMENT ELIGIBILITY

PART III. APPOINTMENT ELIGIBILITY: (Place X in appropriate block):

(NOTE: CPOC Staffing representatives will tailor blocks below to indicate sources within specific IRN area of consideration)

- _____ VETERANS READJUSTMENT APPOINTMENT
- _____ DISABLED VETERAN (30% DAV)
- _____ OUTSTANDING SCHOLAR PROGRAM (3.5 GPA OR HIGHER)
- _____ REINSTATEMENT ELIGIBLE
- _____ CURRENT CAREER/CAREER-CONDITIONAL FEDERAL EMPLOYEE
- _____ EXECUTIVE ORDER ELIGIBILITY
- _____ NAF TO AF INTERCHANGE

I certify that the information I provided on this Merit Promotion Application is true and correct to the best of my knowledge and belief. I further understand that if my Merit Promotion Application contains insufficient information to determine qualifications it may not receive consideration. There are no other attachments included with this application except for the (optional) two page resume or those cited in the **HOW TO APPLY** section of this Merit Promotion Application.

APPLICANT'S

SIGNATURE _____ DATE: _____

*******THIS FORM MAY NOT BE ALTERED BY THE APPLICANT.*******

JTHEAST EXPEDITED RECRUITMENT PROCEDURE **(SEERP)**

- ◆ Applications MUST be received by the closing date of the IRN to be considered.
- ◆ Merit promotion applications may be submitted to the CPAC or CPOC.

JTHEAST EXPEDITED RECRUITMENT PROCEDURE **(SEERP)**

- ◆ **Employee must meet minimum qualification standards prescribed by OPM as of the closing date of the IRN. Only the selected candidate's qualifications will be reviewed.**
- ◆ **Notification of the selection will be made by the CPOC.**
- ◆ **Release date will normally be within one full pay period unless gaining activity agrees to delay. Employee consent required for holding more than 30 days.**

CIVILIAN PERSONNEL ON-LINE (CPOL)

- ◆ **Army's new website contains our vacancy announcements.**
- ◆ **May be accessed on the INTERNET at:
<http://cpol.army.mil>**